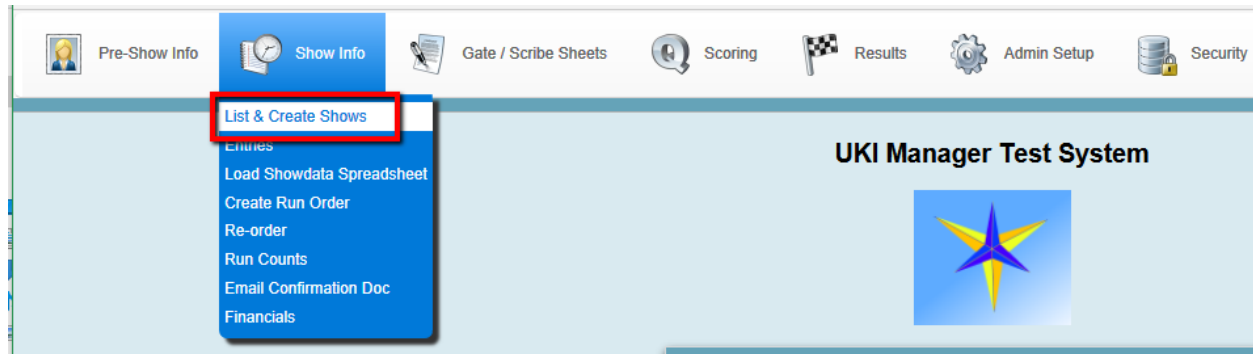
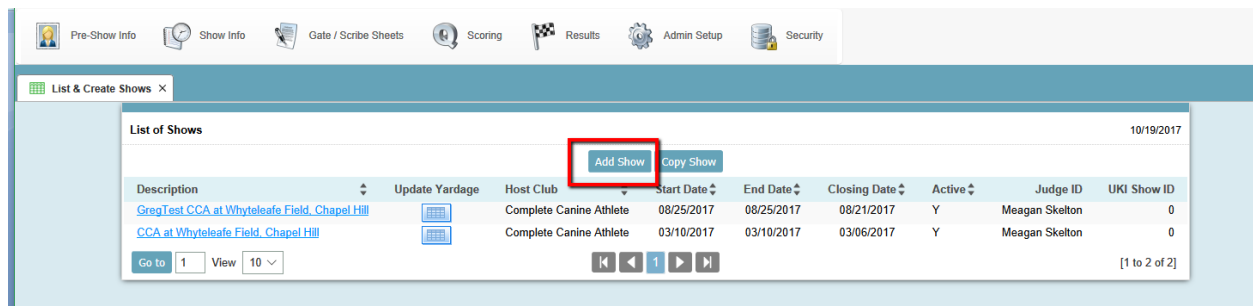


## Creating the show

Choose Show Info > List & Create Shows



Click Add Show to add your show.



Add all the show details and click Save. Note if you need to add a new Judge, you can use the Edit button next to the Judge field.

The Show ID must match the value from the ShowData spreadsheet from UKI. This is used for importing the spreadsheet, and for creating the results spreadsheet to send back to UKI.

Pre-Show Info Show Info Gate / Scribe Sheets Scoring Results Admin Setup Security

List & Create Shows X

Shows 10/19/2017

Save Exit

Description \* LLD November 2017

Start Date \* 11/04/2017 mm/dd/yyyy

End Date \* 11/04/2017 mm/dd/yyyy

Judge ID Joe Smith Edit

UKI Show ID 2,345

Class \$ 15.00

Day Of Add \$ 2.00

Address 1234 Some Street

City Katy

State TX

Zip 77077

Secretary Sheila Freeman

Day 1 Run Order Small to Tall, Beginners first

Day 2 Run Order N/A

Day 3 Run Order N/A

Email Notes Put text here that you want included in the confirmation emails sent to competitors

Secretary Email loveandlaughterdogs@yahoo.com

Active Yes

Result Notes Put text here that you want included in the results that you send to competitors. Maybe things like thanks for coming to the show and dates of upcoming shows.

Host Club Love and Laughter Dogs

Closing Date \* 10/27/2017 mm/dd/yyyy

Surface Indoors on turf

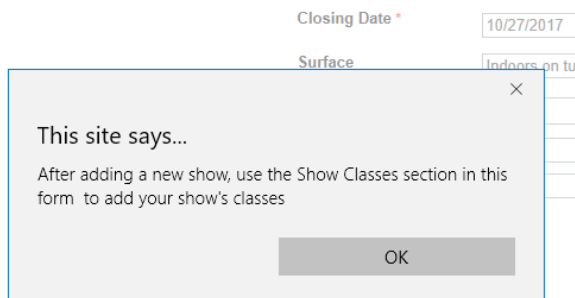
Judge ID2

Num Rings

Masters \$ 33.00

Show ID from UKI. Matches your spreadsheet.

After clicking Save, you will get a reminder that you need to add the Classes that you are offering



Scroll down in the Show Data page to find the Classes. Start by clicking the Add New

**Result Notes**

Put text here that you want included in the results that you send to competitors. Maybe things like thanks for coming to the show and dates of upcoming shows.

**Show Classes**

[Add New](#) [Reload](#)

Event	Date mm/dd/yyyy	Day	Nursery	Beginners	Novice	Senior	Champ	Masters	Judge	Ring	Reorder	Combine B/N & S/C
No Records Found												

[Go to](#)  View 15 [First](#) [Previous](#) [Next](#) [Last](#)

Click the checkmark to save the class and then you will be able to add another.

[Pre-Show Info](#) [Show Info](#) [Gate / Scribe Sheets](#) [Scoring](#) [Results](#) [Admin Setup](#) [Security](#)

**List & Create Shows**

Put text here that you want included in the confirmation emails sent to competitors

**Secretary Email**

**Active**

**Result Notes**

Put text here that you want included in the results that you send to competitors. Maybe things like thanks for coming to the show and dates of upcoming shows.

**Show Classes**

[Add New](#) [Reload](#)

	Event	Date mm/dd/yyyy	Day	Nursery	Beginners	Novice	Senior	Champ	Masters	Judge	Ring	Reorder	Combine B/N & S/C
✓ ✕	Agility	11/04/2017	Saturday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Joe Smith	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

No Records Found

[Go to](#)  View 15 [First](#) [Previous](#) [Next](#) [Last](#)

Add as many classes as are offered. If you are accepting Online entries from UKI, you will need to make sure the classes you configure here match what was available on UKI's website. This is used when importing the spreadsheet. The "Combine B/N & S/C" checkbox will be on by default and likely will stay that way. This means you will be running the same courses for Beginning and Novice, as well as Senior and Champ. If for some class you had different courses, you could uncheck this.

[Add New](#) [Reload](#)

	Event	Date mm/dd/yyyy	Day	Nursery	Beginners	Novice	Senior	Champ	Masters	Judge	Ring	Reorder	Combine B/N & S/C
	Agility	11/04/2017	Saturday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Joe Smith	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Jumping	11/04/2017	Saturday	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Joe Smith	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Speedstakes	11/04/2017	Saturday	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Joe Smith	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
✓ ✕	(select)	11/04/2017		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Joe Smith	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[Go to](#)  View 15 [First](#) [Previous](#) [1](#) [Next](#) [Last](#) [1 to 2 of 3]

You can now close the Shows tab if desired. It doesn't hurt to leave this open.

Shows

10/19/2017

Add New Update Yardage Copy Exit

Description \* LLD November 2017

Start Date \* 11/04/2017 mm/dd/yyyy

End Date \* 11/04/2017 mm/dd/yyyy

Judge ID Joe Smith Edit

UKI Show ID 2,345

Host Club Love and Laughter Dogs

Closing Date \* 10/27/2017 mm/dd/yyyy

Surface Indoors on turf

Judge ID2

Num Rings 1

## Paper Entries

After creating your show, you can now begin accepting entries that were mailed to you.

Pre-Show Info Show Info Gate / Scribe Sheets Scoring Results Admin Setup Security

List & Create Shows

Entries

Load Showdata Spreadsheet

Create Run Order

Re-order

Run Counts

Email Confirmation Doc

Financials

Entries

10/19/2017

Show ID Select Show

UKI Number

Date Received Equal (mm/dd/yyyy)

Search

Initially you will get a screen that tells you no entries have been created. Click the Add Entry button to begin.

Pre-Show Info Show Info Gate / Scribe Sheets Scoring Results Admin Setup Security

List & Create Shows Entries

Entries

Show ID Equal LLD November 2017

Quick search Add Entry Exit

No entries have been created for this show. Click Add Entry to begin.

If this is your first time using the program, you will not have any Handlers listed. Click the Edit button next to the Handler name to add a new person (Note, you can also add Handlers from the menu Preshow Info > Handlers & Dogs)

**New Record - Entries** 10/19/2017

Save Cancel

Show ID \* LLD November 2017

Handler Name \* (select) Edit

Payment Amount Ashley Allison (2080)

Check Num Baptist Knaven (5358)

Camping Bruce Gillingham (7980)

Online Entry Donald Jones (1386)

Notes Greg Scott (5345)

Judy Thompkins (863)

Kobi Derks (4038)

Lisa Wells (3288)

Louise Ravn-George (8076)

Martha Fillinger (2871)

Melanie Miller (2075)

Melissa Tredemann (8043)

Petra Vasilik (2351)

Rosemary Abell (7457)

Shelah Bloom (921)

Stacey Trollinger (2245)

Stephanie Getter (8042)

Date Received \* 10/19/2017 mm/dd/yyyy

Discount

Volunteer ☐

Day Of ☐

\* Required field(s)

You will get a popup window, and here you can update handler info, or click Add New to create a new handler. After entering the information for the handler, clicking the "Add" button will open up the section to add their dog(s).

Handler - Microsoft Edge

ukimanager.com/UKIManager/form\_handlers

---

Handler

10/19/2017

Save

Delete

Exit

UKI Number \*

7899

First Name \*

Katrina

Last Name \*

Scott

Address

City

State

Zip

Email

skyeb0y1@gmail.com

Email

Phone

Cellphone

Dogs

Add New

UKI Dog # *	Name *	Registered Name	Breed	Default Height
No dogs have been added. Click Add New to begin.				

\* Required field(s)

Go to

15

16

17

18

19

[19 of 19]

Enter the dog's information and again you click the checkmark to save this and have the opportunity to add another dog.

Handler - Microsoft Edge

ukimanager.com/UKIManager/form\_handlers

---

Handler

10/19/2017

Save

Delete

Exit

UKI Number \*

7899

First Name \*

Katrina

Last Name \*

Scott

Address

City

State

Zip

Email

skyeb0y1@gmail.com






Email

Phone

Cellphone



Dogs

Add New



	UKI Dog # *	Name *	Registered Name	Breed	Default Height
 	8766	Ice		Border Collie	Select - 16 inch
 	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(select) 

\* Required field(s)

Go to



15 16 17 18 19



[19 of 19]

When done here, you can just close this window or click the "Exit" button to close it.

Now you are back in the Entries page, and you can select the person you just added. Put the information in for this entry, and when you click Save, the program will copy in their dogs.

Entries

New Record - Entries10/19/2017

SaveCancel

Show ID \*LLD November 2017

Handler Name \*Katrina Scott (7899)Edit

Date Received \*10/19/2017mm/dd/yyyy

Payment Amount45.00Discount

Check Num23451Volunteer

CampingDay Of

Online Entry

Notes

Dogs



Here you will use the Details link to specify which classes they are entering for this dog. Clicking on “Details” will bring up another page with the classes you have specified for your show, and the levels that you are offering.



Editing - Entries10/19/2017

Add New
Save
Delete
Email Confirmation
Exit

Show ID \* LLD November 2017  
Handler Name \* Katrina Scott (7899)  
Date Received \* 10/19/2017 mm/dd/yyyy  
Payment Amount 45.00  
Discount 0.00  
Check Num 23451  
Volunteer ☐  
Camping ☐  
Day Of ☐  
Online Entry ☐  
Email Sent? N  
Notes

Dogs

Add New
Reload

		Dog ID *	Class Type *	Jump Height *	Classes Entered	Details
1	 	Ice(8766)	Select	16 inch	0	<a href="#">Details</a>

\* Required field(s)

Select the checkboxes based on the paper entry and then click the Save button. Click Close to close this window.

Dog: Ice (Select-16)

Handler: Katrina Scott  
Show: LLD November 2017

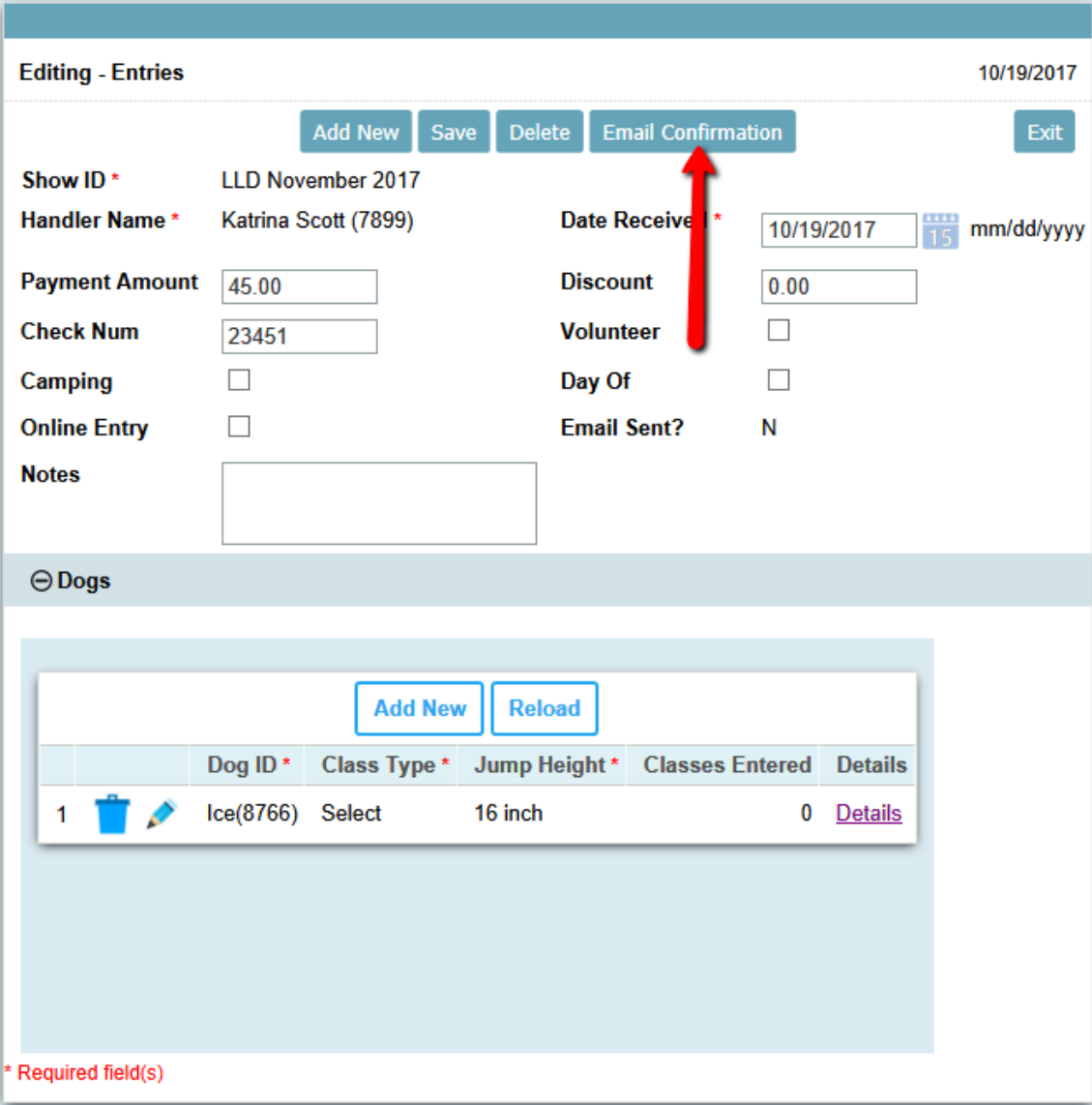
Save
Close

	Day	Class *	Nursery	Beginners	Novice	Senior	Champ	Masters
1	<input checked="" type="checkbox"/>	Saturday Agility-1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	<input checked="" type="checkbox"/>	Saturday Jumping-1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	<input checked="" type="checkbox"/>	Saturday Speedstakes-1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

\* Required field(s)

[1 to 3 of 3]

You can now send an email confirmation to this handler for their entry by clicking on the “Email Confirmation” button.



The screenshot shows a web application interface for editing dog show entries. At the top, the title is "Editing - Entries" and the date is "10/19/2017". Below the title are buttons for "Add New", "Save", "Delete", "Email Confirmation", and "Exit". A red arrow points to the "Email Confirmation" button. The form contains several fields: "Show ID \*" with value "LLD November 2017", "Handler Name \*" with value "Katrina Scott (7899)", "Date Received \*" with a date picker set to "10/19/2017", "Payment Amount" with value "45.00", "Discount" with value "0.00", "Check Num" with value "23451", "Volunteer" with an unchecked checkbox, "Camping" with an unchecked checkbox, "Day Of" with an unchecked checkbox, "Online Entry" with an unchecked checkbox, "Email Sent?" with value "N", and a "Notes" text area. Below the form is a section titled "Dogs" with a minus icon. Inside this section is a table with columns: "Dog ID", "Class Type", "Jump Height", "Classes Entered", and "Details". The table has one row with the following data: "1", "Ice(8766)", "Select", "16 inch", "0", and a link to "Details". Above the table are buttons for "Add New" and "Reload". At the bottom left, there is a red asterisk followed by the text "\* Required field(s)".

**Editing - Entries** 10/19/2017

[Add New](#) [Save](#) [Delete](#) [Email Confirmation](#) [Exit](#)

**Show ID \*** LLD November 2017

**Handler Name \*** Katrina Scott (7899) **Date Received \*** 10/19/2017 mm/dd/yyyy

**Payment Amount** 45.00 **Discount** 0.00

**Check Num** 23451 **Volunteer** ☐

**Camping** ☐ **Day Of** ☐

**Online Entry** ☐ **Email Sent?** N

**Notes**

**Dogs**

	Dog ID *	Class Type *	Jump Height *	Classes Entered	Details
1	Ice(8766)	Select	16 inch	0	<a href="#">Details</a>

\* Required field(s)

If you have additional entries to create, you can stay on this page and click the “Add New” button. If you click Exit here, you will go back to the summary of entries.

The entries summary shows who is entered in your show, whether they are an online entry or not, and if you have sent them a confirmation (no need to send confirmation for online entries).

Click on their name to change any of the details of their entry – ie, you send a confirmation and they tell you that their dog is entered in the wrong height, or wrong classes.

Entries

×

Entries

Show ID Equal LLD November 2017

Quick search

Add Entry

Export

Exit

First Name	Last Name	UKI Number	Date Received	Day Of	Online Entry	Confirmation Sent?	Notes
<a href="#">Katrina</a>	Scott	7899	10/19/2017	N	N	Y	

Go to

1

View

20

⏪

⏴

1

⏵


⏩

[1 to 1 of 1]

## Default Show

The default show just saves you from having to select it every time on other search pages. If I set the show here, for example, I don't have to reselect it on the Entries page.

Complete Canine Athlete



Set Default Show

03/06/2017

Default show has been set.

Show

CCA at Whyteleafe Field, Chapel Hill

OK

Exit

Thus on the Entries page, your show defaults in, and just click Search

Entries

03/06/2017

Show ID

CCA at Whyteleafe Field, Chapel Hill

UKI Number

Date Received

Equal

15

(mm/dd/yyyy)

Search

Entries

Show ID Equal CCA at Whyteleafe Field, Chapel Hill

Quick search

Add Entry

Export

Exit

	First Name	Last Name	UKI Number	Date Received	Day Of	Online Entry	Confirmation Sent?	Notes
	<a href="#">Stephanie</a>	Getter	8042	03/06/2017	N	N	N	

Go to

1

few

20

⏮

⏪

1

⏩

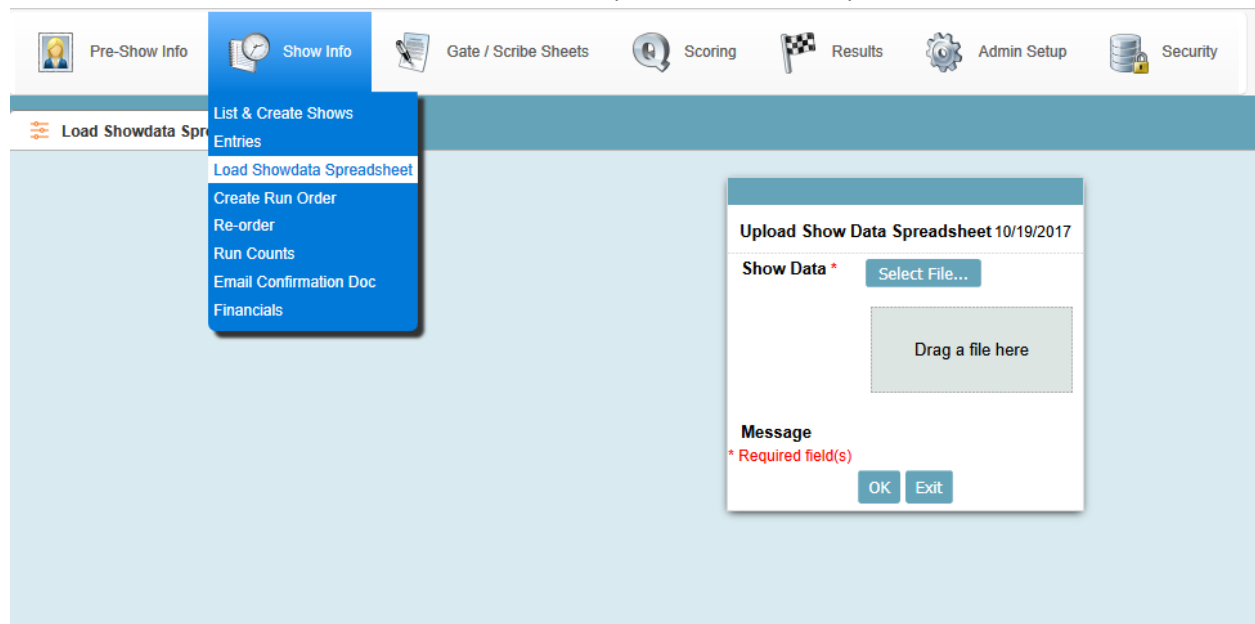
⏭

[1 to 1 of 1]

## Loading Online Entries

When UKI sends you the ShowData spreadsheet, you will upload that into the database to create entries for those who entered online.

This is done from the Show Info > Load Showdata Spreadsheet menu option.



There are a number of validations that will take place when you load your spreadsheet.

First as mentioned previously, the Show Number from the spreadsheet must match the UKI Show ID in your show setup.

Then the classes you have setup must match those that are found in the spreadsheet.

Also, the system will check to see if any scores have been entered against the show, and if so, will prevent you from loading the spreadsheet, since you would have already done it.

Handlers and dogs that are not found in the database will be added automatically from the spreadsheet.